



THE DIOCESE OF SINGAPORE

## FINANCE OFFICER (FINANCE DEPARTMENT)

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## DIOCESAN CENTRAL ADMINISTRATION

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The Anglican Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

We are recruiting a Finance Officer to form part of the team to carry out the day-to-day bookkeeping for The Diocese of Singapore.

### DUTIES & RESPONSIBILITIES

- Will be involved to maintain an accurate and up-to-date account
- Involved in monthly and year-end accounts closing and audit
- Support the Head of Finance on other finance related matters

### REQUIREMENTS

- Diploma in Finance / Accountancy
- At least 3 years of work experience in a similar capacity
- Meticulous with a keen eye for details
- Takes initiative to schedule and prioritize tasks on hand
- Able to multi-task and deliver within timelines
- Proficient in using excel

Salary will commensurate with qualifications and work experience. Training and mentoring will be provided on the job.

Please apply to [hr@anglican.org.sg](mailto:hr@anglican.org.sg) with your updated resume, expected salary and notice period.

**Only shortlisted applicants will be notified.**